

EQUIPMENT REPORT

OTS-25 (Rev. 7/06)

EXHIBIT 4-A

1. Agency:

Grant #:

Grant Title:

Grant Start:

Grant End:

Equip. #	2. Date Received	3. Item Manufacturer and Description	4. Model and Year	5. Identification Number (Serial #, VIN, ID#, etc.)	6. Total Federal Funds	7. Location of Equipment	8. Current Fair Market Value
(To be completed by OTS)							

9. Describe method for determining current fair market value:

10. I hereby certify that the information above is complete and accurate to the best of my knowledge, and that all conditions set forth in DOT Common Rule and 49 CFR 18.32 are being complied with.

FISCAL/ACCOUNTING OFFICIAL

SIGNATURE

DATE

GRANT DIRECTOR

SIGNATURE

DATE

11. If equipment value listed above is less than \$5,000, no additional information will be needed in the future. If value is \$5,000 or more, what will the equipment be used for? (Check one box.)

☐ Continuing with the same purpose though not federally sponsored.

☐ OTS/Other Federal Grant (Provide Grant # and Name.)

☐ Equipment cannot be used on any Federal grant but will be retained or sold by the agency, and current market value multiplied by the percentage originally funded will be refunded to OTS. Contact OTS for instructions.

☐ Equipment will be returned to OTS for use on other OTS grants. Contact OTS for instructions.

FISCAL/ACCOUNTING OFFICIAL

SIGNATURE

DATE

GRANT DIRECTOR

SIGNATURE

DATE

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## EXHIBIT 4-A

NOTE: THIS FORM MUST BE COMPLETED ONLY FOR THOSE ITEMS WITH AN ACQUISITION COST OF \$5,000 EACH.

1. Enter the name of Applicant Agency, Grant Number, Grant Title, and Grant Dates indicated on Page 1 of Traffic Safety Grant Agreement, Form OTS 38.
2. Enter the date equipment was received.
3. Enter the name of the equipment manufacturer and a brief description of the equipment.
4. Enter the equipment model and year.
5. Enter the equipment identification number (serial number, VIN, agency-assigned identification number, etc.)
6. Enter total amount of Federal funds used toward purchase of this equipment including sales tax, cost of modification, installation, attachments, accessories or auxiliary apparatus necessary to make the equipment usable for the purpose for which it was acquired, less any discounts. Removable items such as lights, bars, etc., should be listed separately if they have a unit cost of \$5,000 or more.
7. Enter the name and address of the department where the equipment is physically located.
8. At time of certification or at the end of grant, the current fair market value should be listed. Current Fair Market Value can be determined through dealer quotes, appraisal, or expert opinion.
9. Provide a brief description of the method used to determine current fair market value. Include sources if based on dealer quotes, appraisals, or expert opinion. If book value is used, indicate the useful life and depreciation method used.
10. Signatures of the current Grant Director and Fiscal or Accounting Official from Page 1 of the grant agreement are required.
11. This section is to be filled out for the final claim process only. Once equipment is reported to OTS with a value less than \$5,000, no further reporting is necessary. If value at the end of the grant term is reported at more than \$5,000, annual certifications will be required until the value is reported at less than \$5,000 or a request is made to OTS for other disposition